CIVILIAN AWARDS PROCESS (monetary/non-monetary)

not applicable for US performance ratings – award
ns are documented on performance ratings

UNIT

STEP 1 -
1. First-line supervisor prepares
award nomination (DA Form 1256).
2. Second-line supervisor approves award nomination
3. Forwards nomination to Division RM.

CIV PERS ADV CTR (CPAC)

STEP 2 -
1. RM logs-in award nomination.
2. Obtains approval from the Chief of Staff for awards above $1000.
approves awards up to $1000.
3. RM provides fund citation and fwds
action to the Civilian Personnel Advisory Center (CPAC).

DIVISION RM

STEP 3 -
1. Reviews nomination for accuracy and compliance wit
existing regulations.
2..Forwards action to CPOC.

STEP 4 -
1. Prepares SF50 according to action received from (CPAC)
2. Forwards SF50 to Finance for payment of monetary award.

CIV PERS OPS CTR (CPOC) MANNHEIM